



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN
PROBATION AND PRETRIAL SERVICES OFFICE**

**CAREER OPPORTUNITY
ADMINISTRATIVE SPECIALIST
POSITION ANNOUNCEMENT NO. 16-05**

Opening Date: April 04, 2016

Closing Date: Open until filled. Priority consideration will be given to those applicants who apply by April 24, 2016.

Salary Range: Depending on qualifications and experience:
Classification Level (CL) 25 - \$39,171 - \$63,664
Classification Level (CL) 27 - \$47,390 - \$77,030

Area of Consideration: Open to all qualified individuals.

Promotional Potential: CL 28

The United States Probation & Pretrial Services Office for the Western District of Michigan is accepting applications for a full time Administrative Specialist in the Grand Rapids, MI main office. The Administrative Specialist primarily performs and coordinates administrative, technical and professional work related to multiple administrative functions in the areas of space and facilities management, staff development & training, policy management, special administrative projects, and providing support to other administrative staff (executive management, human resources, procurement). The incumbent provides assistance and guidance to staff in these areas and ensures office is in compliance with internal controls, government requirements, regulations and policies. Our office is headquartered in Grand Rapids, MI, with branch offices in Kalamazoo, Lansing, and Marquette, MI. Occasional travel to branch offices and outside the district is required.

Representative Duties

- Oversee space and facility projects, including project budgets and project schedules. Monitor, inspect, and approve project work. Review construction drawings and specifications, analyze cost estimates, negotiate fees and costs, and resolve issues from preliminary design through construction. Represent the court in planning, design, and construction phases of projects. Coordinate the efforts of various entities to ensure timeliness in the accomplishment of successive phases of the construction plan.
- Provide input to Chief Probation Officer to assist in defining office project design, construction, or renovation needs. Oversee all phases of renovation and alteration projects, including oversight of design and construction aspects through project close-out stages. Interact with vendors and staff, resolving difficulties efficiently while complying with regulations, rules, and procedures.
- Act as the court's liaison with GSA and contractors. Ensure the completeness and timeliness of facility project delivery. Coordinate any moves for main or branch offices. Make recommendations regarding deviations from schedule and actions which alter project operations. Coordinate routine and cyclical building maintenance, repairs, renovations, and security system installations with the U.S. Marshals Service, GSA, or others, as applicable. Oversee maintenance of database of all cyclical maintenance.
- Assist in the development, implementation, and assessment of office practices, policies, and procedures. Represent the office on special project teams and committees, working with personnel from other agencies. May serve as project manager for special administrative initiatives and assignments. Research and analyze data and various office procedural matters, prepare reports and

presentations as directed. Manage and maintain the office Policies and Procedures Manual in an on-line format.

- Maintain and update the Internal Controls Manual for the office, ensuring it is up to date and in compliance with all regulations. Maintain official administrative records (i.e., delegations of authority, travel authorizations) in compliance with national record retention rules and internal operating procedures.
- Monitor and perform reviews to ensure office is in compliance with the Guide to Judiciary Policy, internal controls, and local policies and procedures. Direct, and coordinate internal/external audit activities and program reviews. Prepare documents to identify findings and recommendations.
- Maintain and oversee the Probation Office's Continuity of Operations Plan (COOP), including developing standards, tools, and process to be used in developing and/or updating the plan. Represents the Probation Office at COOP meetings.
- Work with management in assessing and coordinating the delivery of well-organized training programs that consider both court and individual employee needs. Oversee the creation of accurate, reliable, and user-friendly manuals, handbooks, job aides, web content, and other training materials. Maintain the office training calendar. Manage court funds allocated for court training programs and formulate annual budget estimates for court training activities. Evaluate and measure the overall training initiatives and make recommendations to meet office or individual department goals and objectives.
- Provide administrative support to the court unit executives, including but not limited to: preparing and proofreading documents, letters and reports, and other materials; maintaining calendars and scheduling appointments; tracking and preparing statistical information and reports; arranging travel for staff, and preparing travel vouchers.
- Perform duties associated with coordination of staff meetings, conferences, and other events (i.e., court ceremonies), including but not limited to readying meeting space, communicating information to participants, arranging travel and lodging for participants, preparing participant materials, and drafting power point presentations.
- Back-up and assist the Financial Specialist with large projects or other duties during the year. Enter purchase orders and provide first line of approval in FAS4T. Assist in procuring supplies, equipment, miscellaneous services and furnishings from government and non-government sources through new contracts, competitive bids, and existing government contracts. Contract for maintenance and repair of equipment and furniture.
- Provide administrative assistance to the human resources department as needed, including but not limited to: assisting with recruitment activities, including posting job vacancy announcements, creating application tracking logs, scheduling interviews, administering applicant testing, and reviewing job applications for minimum qualifications. Assist with benefits program coordination and gathering/tracking personnel data for miscellaneous reporting purposes.
- Act as System Administrator for the Victim Notification System (VNS), Law Enforcement Notification System (LENS), and Facilities Access Card (FAC) program.
- Perform other duties as assigned.

Required Qualifications

The ideal candidate is a self-directed, highly organized professional, who is able to multi-task and balance the demands of a diverse and busy workload. The incumbent must be mature, responsible, and able to demonstrate and exercise good judgment and maintain confidentiality; demonstrate initiative in problem solving; be able to work harmoniously with a variety of staff at all levels of the organization; and maintain a professional demeanor and appearance at all time. The incumbent should also demonstrate or possess the following qualifications:

- Excellent oral and written communication skills, with proven ability to effectively communicate with individuals and groups to provide/present information, policy, and reports in an understandable format.
- Knowledge of general administrative/office support procedures, practices, and processes with ability to research, analyze, and apply a body of rules, regulations, and/or directives.

- Strong knowledge of and proficiency with current technology, computer databases, and computer applications in a web based environment.

Preferred Qualifications

- A bachelor's degree in business, public administration, public policy, human resources, management, or related field from an accredited educational institution.
- Progressive, responsible administrative work experience in at least one of the primary functional areas of this position (space and facilities administration/management, policy and internal controls management, training development/coordination).
- Current or previous administrative work experience in a court or other legal field environment.
- Proven work experience in Project Management.

Required Education/Experience

Classification Level 25

To qualify for Classification Level (CL) 25, applicant must be a high school graduate or equivalent and possess at least one year of specialized experience (equivalent to work at the CL 24). *Specialized Experience* is progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures and practices of office administration that relate to the work areas of the position and involves the routine use of computer bases systems such as word processing, spreadsheets or database applications. (Evidence of specialized experience must be supported by detailed documentation of duties performed in positions held on your AO078 application form).

Classification Level 27

To qualify for Classification Level (CL) 27, applicant must be a high school graduate or equivalent and have either:

Two years of specialized experience, including at least one year equivalent to work at the CL 25. *Specialized Experience* is progressively responsible administrative experience that provided an opportunity to gain knowledge and skills related to the basic concepts, principles, and theories related to at least one but preferably two or more functional areas of the position such as space and facilities administration/management, policy and internal controls management & development, and coordination of employee training programs & activities that provided knowledge of the rules, regulations, terminology, etc. of office administration. (Evidence of specialized experience must be supported by detailed documentation of duties performed in positions held on your AO078 application form);

or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements*:

- An overall "B" grade point average equaling 2.90 or better, or a 3.5 GPA in the major field of study such as business or public administration;
- Standing in the upper third of the class;
- Election to a membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, or other field closely related to the subject matter of the position.

*Note: If education substitution is being utilized to qualify, you must submit documentation & copies of your transcripts that reflect one of the aforementioned superior academic achievements.

Benefits

The incumbent will be eligible to receive benefits which include participation in the Federal Employees

Retirement System, Federal Employee Health Benefits, Life Insurance, Thrift Savings Plan (similar to 401 K plan) with employer matching contributions, optional dental and vision insurance, optional long term care insurance, flexible spending program, paid federal holidays, and accrued annual and sick leave. For additional information on employment with the federal courts, please visit www.uscourts.gov (careers).

Additional Information for Applicants

- Applicant must be a U.S. Citizen or eligible to work in the United States.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. If a subsequent vacancy becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool without further advertising.
- Selected qualified applicants may be required to submit to job related testing as part of the screening process. The court will only communicate with those qualified applicants who are chosen for testing and/or interview.
- The person selected for this position will be required to submit and successfully complete a background investigation which includes fingerprinting and a credit history check.
- This position is subject to mandatory direct deposit for payment of net pay.
- The Court requires the incumbent to adhere to a Code of Conduct for Judicial employees, workplace conduct standards, and local office cultural imperatives.
- Judiciary employees serve under excepted appointments and are considered "at will".
- All information provided by applicants is subject to verification and false statement or omissions of information on any applications materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Application Procedures

To be considered, qualified applicants must submit the following:

1. Letter of interest (cannot exceed two pages) that addresses applicant's qualifications, skills, ability, and relevant experience, including providing specific/detailed information regarding specialized experience and preferred qualifications you may have as it relates to this position.
2. Résumé.
3. AO 78 - Federal Judicial Branch Employment Application. The AO78 form can be found at <http://www.miwp.uscourts.gov> (Employment) or at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>.
4. College transcript(s) (unofficial copies accepted) if applicable.
5. Copies of last two performance evaluations/appraisals. If not available, please provide an explanation in the cover letter.
6. List of three professional references with current contact information.

To receive priority consideration, qualified applicants must email all required documents in **one pdf document** by April 24 2016, to: hr_probation@miwp.uscourts.gov. In the subject line of the email, indicate the vacancy announcement number (#16-05). Incomplete submissions will not be considered. Due to the high volume of applications expected, the U.S. Probation Office will only communicate with those qualified individuals selected for pre-employment testing and/or personal interviews. Please do not call or email regarding status of application. All other questions related to the posting or application submission process may be directed to the previously noted email address (hr_probation@miwp.uscourts.gov).

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